

## **How to Add Additional Users to an Account in Taxpayer Access Point, TAP.**



Welcome to the Washington State Department of Licensing Taxpayer Access Point, TAP. The information you will see in this tutorial is completely fictitious. It has been made up and is intended for instructional purposes only. Any resemblance to a real person or business is entirely coincidental. TAP uses pop-ups to assist in the registration process. We recommend you disable the pop-up blocker settings and allow pop-ups from the TAP website.

In this tutorial, you will learn how to add additional users to an account through our Taxpayer Access Point, TAP. Once the request has been processed by Prorate and Fuel Tax Services, the additional user will be able to login for the first time. They will be able to file and pay IFTA tax returns, IRP applications and purchase IFTA decals online. View and print IRP information, IFTA tax returns, account balances, correspondence related to your account(s) and gain access to the rest of the online services we provide.

To add an additional user to your account, the person with the **Master** logon profile would enter their **Username**, **Password** and click on **Login** to receive an **Authentication Code** so that they can login to their account.

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### IFTA / Prorate Taxpayer Application

If you already have an active Prorate and Fuel tax account with the Washington State Department of Licensing, click the "Create a new username" button.

**Create a new username**

If you do not have an active Prorate and Fuel Tax account with the Washington State Department of Licensing, click the "Set up a new online Prorate and Fuel Tax Account" button.

**Set up a new online Prorate and Fuel Tax Account**

[Check the status of your application](#)

### Already registered?

Username  
janedoe

Password  
\*\*\*\*\*

Authentication Code

**Login**

[I forgot my username](#)  
[I forgot my password](#)

The person with the **Master** logon would enter their **Username**, **Password** and click on **Login** to receive an **Authentication Code** so they can login to their account.

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The **Device not Recognized** dialogue box opens with a link to receive the **Authentication Code**. Click on **Send Authentication Email**.

Logon

### Device Not Recognized

The device you are logging in with is not recognized.

In order to keep your information safe, the Department of Licensing requires additional security validation the first time you log into Taxpayer Access Point. An authentication code will be sent in order to verify your identity.

We will remember your device once this process is complete.

### Confirm Identification

Select a method to receive your authentication code. Authentication codes can be sent via text message or email, depending on what information is on file.

**Send Authentication Email** An authentication code will be emailed to: janedoe@aaaatruckingservices.com

### Why is this required?

- You are using a new device that has not logged into your account before
- You have switched browsers or deleted your cookies

Click on **Send Authentication Email**.

WASHINGTON STATE DEPARTMENT OF LICENSING

### IFTA / Prorate Taxpayer Application

If you already have an active Prorate and Fuel tax account with the Washington State Department of Licensing, click the "Create a new username" button.

**Create a new username**

If you do not have an active Prorate and Fuel Tax account with the Washington State Department of Licensing, click the "Set up a new online Prorate and Fuel Tax Account" button.

**Set up a new online Prorate and Fuel Tax Account**

[Check the status of your application](#)

### Already registered?

Username  
janedoe

Password  
\*\*\*\*\*

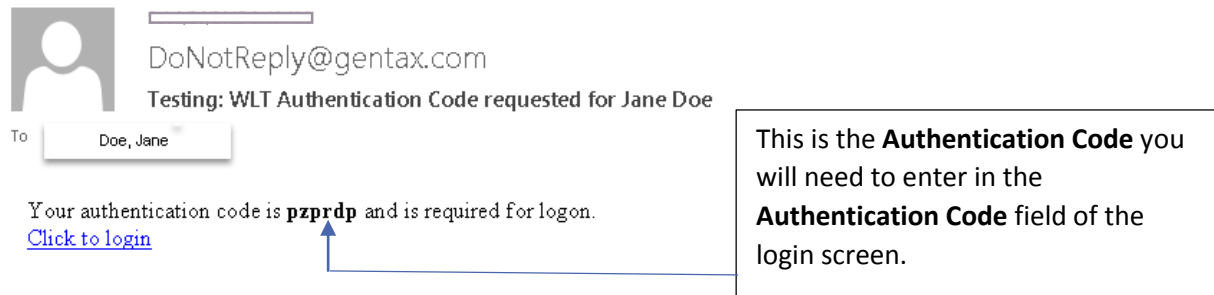
Authentication Code

**Login**

[I forgot my username](#)  
[I forgot my password](#)

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You will receive an email with the **Authentication Code** that is required to login.



Enter the **Authentication Code** you just received, check the box next to **Save this device** and click on **Login**.

The image is a screenshot of the Washington State Department of Licensing (WSL) website. The header features the WSL logo and the text 'WASHINGTON STATE DEPARTMENT OF LICENSING'. The main content area is divided into two columns. The left column is titled 'IFTA / Prorate Taxpayer Application' and contains instructions for existing and new users, with buttons for 'Create a new username' and 'Set up a new online Prorate and Fuel Tax Account', and a link to 'Check the status of your application'. The right column is titled 'Already registered?' and contains fields for 'Username' (filled with 'janedoe'), 'Password' (masked with dots), and 'Authentication Code' (filled with 'pzprdp'). Below these fields are links for 'Need an authentication code?', a blue 'Login' button, and links for 'I forgot my username' and 'I forgot my password'. A checkbox labeled 'Save this device' is checked. A blue arrow points from the 'pzprdp' code in the email screenshot to the 'Authentication Code' field. Another blue arrow points from the 'Save this device' checkbox to a callout box. The callout box contains the text: 'Enter the **Authentication Code**, check the box next to **Save this device** and click on **Login**.' The footer of the page contains links for 'dol.wa.gov', 'Privacy & Use', 'Contact Us', 'About Us', 'Survey', and a copyright notice for 2015.

Logging in brings you to the home screen for your account. Under the **I Want To** section, click on **View Profile**.

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**Menu** Log Off

Home

Back

**Navigation**

>> My Accounts

**AAA TRUCKING SERVICES**

Federal Employer ID: 11-2345678  
My Balance: \$0.00

**Names And Addresses**

Legal Name: AAA TRUCKING SERVICES  
Physical Address: 2420 BRISTOL CT SW OLYMPIA WA 98512  
Mailing Address: Add

**I Want To...**

- View Profile
- Make a Payment
- Request Good Standing Letter
- Register a New Account

**Accounts<sup>0</sup> History<sup>0</sup> Messages<sup>1</sup> Letters<sup>0</sup>**

**My Accounts<sup>0</sup>**

Account Id	Account Type	Name	Frequency	Address	Balance

Hide History Filter

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Click on **View Profile**.

Under the **I Want To** section, click on **Add an Additional Username**.

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**Menu** Log Off

Home

Back

**Navigation**

My Accounts

>> Profile

**Profile**

Web Name : Jane Doe  
Phone 1 : +1 (360) 654-4566  
Phone 2 : +1  
Email : janedoe@aaatruckingservices.com  
Question : What city were you born in?  
Auth Email : janedoe@aaatruckingservices.com

**I Want To...**

- View Accounts
- Update Profile
- Change My Password
- Cancel My Online Access
- Add an Additional Username
- Grant Access to My Accounts
- Request Access to Another User's Account

**Manage Payment Options** Third Party Payment Options Manage Logons

Default Other

**Manage Default Payment Information for Each Account**

Name	Account Id	Account Type	Source Name	Payment Source

Filter

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Click on **Add an Additional Username**.

In order to **Add an Additional User** to your account, you will need some specific information about the **Additional User** in order to set them up. Click on **Next**.

The screenshot shows the 'Add an Additional Username' page from the Washington State Department of Licensing. The page has a left sidebar with a 'Menu' (Log Off, Home, Back) and a 'Navigation' section (My Accounts, Profile, and a link to '» Add an Additional Username'). The main content area is titled 'Add an Additional Username' and includes a sub-header 'Use this process to add additional users and grant them access to My Accounts and/or Third Party Accounts.' Below this, there are two sections: 'When to Submit This Request' and 'What You'll Need'. The 'When to Submit This Request' section contains a bullet point: 'When adding additional users whom you want to grant access to My Accounts and/or Third Party Accounts.' The 'What You'll Need' section contains three bullet points: 'You will need to provide the Logon Information for the additional user to include Username, Password, Secret Question and Secret Answer.', 'You will need to provide the contact information for the new user to include the Additional User's Name, Email, Contact Phone and optional Alternate Phone.', and 'You will need to provide the Authentication Contact information for the additional user. That can be their Email along with Mobile Carrier and Mobile Phone or it could be just their Mobile Carrier and Mobile Phone or just their Email.' A callout box with the text 'You will need some specific information about the **Additional User** in order to set them up.' has an arrow pointing to the 'What You'll Need' section. Another callout box with the text 'Click on **Next**.' has an arrow pointing to the 'Next' button. The 'Next' button is highlighted in blue, and there is a 'Cancel' button to its right. The footer contains links to 'dol.wa.gov', 'Privacy & Use', 'Contact Us', 'About Us', 'Survey', and 'Copyright © 2015'.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu Log Off

Home

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Navigation

My Accounts

Profile

» Add an Additional Username

**Add an Additional Username**

Use this process to add additional users and grant them access to My Accounts and/or Third Party Accounts.

**When to Submit This Request**

- When adding additional users whom you want to grant access to My Accounts and/or Third Party Accounts.

**What You'll Need**

- You will need to provide the Logon Information for the additional user to include Username, Password, Secret Question and Secret Answer.
- You will need to provide the contact information for the new user to include the Additional User's Name, Email, Contact Phone and optional Alternate Phone.
- You will need to provide the Authentication Contact information for the additional user. That can be their Email along with Mobile Carrier and Mobile Phone or it could be just their Mobile Carrier and Mobile Phone or just their Email.

Click on **Next**.

Information Next Cancel

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Enter the **Username** for the **Additional User** being added.

The screenshot shows the 'Logon information' form from the Washington State Department of Licensing. The form has a left sidebar with a 'Menu' (Log Off, Home, Back) and a 'Navigation' section (My Accounts, Profile, and a link to '» Add an Additional Username'). The main content area is titled 'Logon information' and includes a sub-header 'Additional user's contact information'. The 'Logon information' section contains fields for 'Username' (with the value 'jeandoe'), 'Password', 'Confirm Password', 'Secret Question' (with a dropdown menu), and 'Secret Answer'. The 'Additional user's contact information' section contains fields for 'Additional User's Name', 'Email', 'Confirm Email', 'Contact Phone', and 'Alternate Phone'. A callout box with the text 'Enter the **Username** for the **Additional User** being added.' has an arrow pointing to the 'Username' field. The 'Next' button is highlighted in blue, and there is a 'Back' button to its left. The footer contains links to 'dol.wa.gov', 'Privacy & Use', 'Contact Us', 'About Us', 'Survey', and 'Copyright © 2015'.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu Log Off

Home

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Navigation

My Accounts

Profile

» Add an Additional Username

**Logon information**

Username jeandoe

Password

Confirm Password

Secret Question Required

Secret Answer Required

**Additional user's contact information**

Additional User's Name Required

Email Required

Confirm Email

Contact Phone

Alternate Phone

**Authentication contact information**

Only one method of being contacted needs to be selected and completed. That can

Email Phone Phone/Email

Back Online Profile Information Next

Enter the **Username** for the **Additional User** being added.

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Enter the **Additional User's Password** and **Confirm Password** by entering it again.

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**Menu** Log Off

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Back

**Navigation**

My Accounts

Profile

» Add an Additional Username

**Logon information**

Username leandoe

Password

Confirm Password

Secret Question Required

Secret Answer Required

**Authentication contact information**

Only one method of being contacted needs to be selected and completed. That method is:

Email Phone Phone/Email

**Additional user's contact information**

Additional User's Name Required

Email Required

Confirm Email

Contact Phone

Alternate Phone

Back Online Profile Information Next

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Now select a **Secret Question** for the **Additional User**. If they forget their password, this question and answer will enable them to reset their password. Click on the drop down arrow and select the **Secret Question**.

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**Menu** Log Off

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**Navigation**

My Accounts

Profile

» Add an Additional Username

**Logon information**

Username leandoe

Password

Confirm Password

Secret Question What city were you born in? X

Secret Answer

**Authentication contact information**

Only one method of being contacted needs to be selected and completed. That method is:

Email Phone Phone/Email

**Additional user's contact information**

Additional User's Name Required

Email Required

Confirm Email

Contact Phone

Alternate Phone

Back Online Profile Information Next

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Enter the **Secret Answer** to the **Additional User's Secret Question**.

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**Navigation**

My Accounts

Profile

» Add an Additional Username

**Logon information**

Username

Password

Confirm Password

Secret Question

Secret Answer

**Additional user's contact information**

Additional User's Name

Email

Confirm Email

Contact Phone

Alternate Phone

**Authentication contact information**

Only one method of being contacted needs to be selected and completed. That can be

Email Phone Phone/Email

Back Online Profile Information Next

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Enter the **Additional User's Name**.

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**Menu** Log Off

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**Navigation**

My Accounts

Profile

» Add an Additional Username

**Logon information**

Username

Password

Confirm Password

Secret Question

Secret Answer

**Additional user's contact information**

Additional User's Name

Email

Confirm Email

Contact Phone

Alternate Phone

**Authentication contact information**

Only one method of being contacted needs to be selected and completed. That can be Email or Phone or Phone/Email.

Email Phone Phone/Email

Back Online Profile Information Next

Cancel

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Enter the **Additional User's Email** address and **Confirm Email** by entering it again.

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**Menu** Log Off

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**Navigation**

My Accounts

Profile

» Add an Additional Username

**Logon information**

Username: jeandoe

Password: [Redacted]

Confirm Password: [Redacted]

Secret Question: What city were you born in?

Secret Answer: [Redacted]

**Additional user's contact information**

Additional User's Name: Jean Doe

Email: jeandoe@aaaatruckingservices.com

Confirm Email: jeandoe@aaaatruckingservices.com

Contact Phone: [Redacted]

Alternate Phone: [Redacted]

Format: (999) 999-9999

**Authentication contact information**

Only one method of being contacted needs to be selected and completed. That can be Email or Phone or Phone/Email.

Email Phone Phone/Email

Back Online Profile Information Next

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Enter the **Additional User's Contact Phone** number and if they have an **Alternate Phone** number you can enter it too but it's not required.

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**Menu** Log Off

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**Navigation**

My Accounts

Profile

» Add an Additional Username

**Logon information**

Username: jeandoe

Password: [Redacted]

Confirm Password: [Redacted]

Secret Question: What city were you born in?

Secret Answer: [Redacted]

**Additional user's contact information**

Additional User's Name: Jean Doe

Email: jeandoe@aaaatruckingservices.com

Confirm Email: jeandoe@aaaatruckingservices.com

Contact Phone: (360) 478-9877

Alternate Phone: [Redacted]

Format: (999) 999-9999

**Authentication contact information**

Only one method of being contacted needs to be selected and completed. That can be Email or Phone or Phone/Email.

Email Phone Phone/Email

Back Online Profile Information Next

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The **Authentication Contact Information** will be used to send the **Authentication Codes** to the **Additional User** when they login. They can receive the **Authentication Codes** by **Email**, **Phone** or **Phone/Email**. Only one method of being contacted needs to be selected and completed. Select the way the **Additional User** will receive their **Authentication Codes**. Click on **Email** and enter the **Authentication Email** address for the **Additional User** and click on **Next**.

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Menu

Log Off

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Navigation

My Accounts

Profile

» Add an Additional Username

Logon information

Username

jeandoe

Password

\*\*\*\*\*

Confirm Password

\*\*\*\*\*

Secret Question

What city were you born in?

Secret Answer

\*\*\*\*\*

Additional user's contact information

Additional User's Name

Jean Doe

Email

jeandoe@aaaatruckingservices.com

Confirm Email

jeandoe@aaaatruckingservices.com

Contact Phone

(360) 478-9877

Alternate Phone

Authentication contact information

Only one method of being contacted needs to be selected and completed. That can be Email or Phone or Phone/Email.

Email

Phone

Phone/Email

Authentication Email

jeandoe@aaaatruckingservices.com

Back

Online Profile Information

Next

Click on **Email** and enter the **Authentication Email** address for the **Additional User**.

Click on **Next**.

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If your business had it's own accounts you would grant the **Additional User** access by selecting them. Click on **Next**.

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Menu Log Off

Home

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Navigation

My Accounts

Profile

» Add an Additional Username

Grant Logon Access to My Accounts

Select	Account Id	Account Type	Name	Address
--------	------------	--------------	------	---------

Back Access to My Accounts Next Cancel

Click on **Next**.

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You would grant the **Additional User** access to other accounts by selecting them. Click in the **Select** box and click on **Next**.

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Menu Log Off

Home

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Navigation

My Accounts

Profile

» Add an Additional Username

Grant Logon Access to Other Accounts I Have Access To


Select	Account Id	Account Type	Name	Address
<input checked="" type="checkbox"/>	0025217	IFTA	PRFT TRUCKING INC	2424 BRISTOL CT SW OLYMPIA WA 98502-6004

Back Access to Other Accounts Next Cancel

Click in the **Select** box and click on **Next**.

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This is the profile summary of the information you entered for the **Additional User**. Review the information and if everything is correct, click on **Submit**.

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MenuLog Off

Home

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Navigation

My Accounts

Profile

» Add an Additional Username

Profile Summary

Please review the following information

Login: jeandoe  
Name: Jean Doe  
Email: jeandoe@aaatruckingservices.com  
Contact Phone: (360) 478-9877  
Alternate Phone:

In case you forgot your password:  
Secret Question: What city were you born in?

Click Submit to complete this request.

Click on **Submit**.

Back

Online Profile Summary

Submit

Cancel

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If you are sure you want to submit this request to add an **Additional User**, enter your **Password** and click on **Ok**.

The screenshot shows the 'Profile Summary' page of the Washington State Department of Licensing. The page includes a sidebar with a 'Menu' (Home, Back, Log Off) and a 'Navigation' section (My Accounts, Profile, » Add an Additional Username). The main content area displays user information: Login: jeandoe, Name: Jean Doe, Email: jeandoe@aaaatruckingservices.com, Contact Phone: (360) 478-9877, and Alternate Phone. It also shows a 'Secret Question: What city were you born in?'. A confirmation dialog box is open, asking 'Are you sure you want to submit this request?' and showing a password field with masked characters. Below the dialog, there are buttons for 'Back', 'Online Profile Summary', 'Submit', and 'Cancel'. A callout box points to the 'OK' button in the dialog, stating: 'If you want to submit this request to add an **Additional User**, enter your **Password** and click on **Ok**.'

WASHINGTON STATE DEPARTMENT OF LICENSING

**Menu** Log Off

Home

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**Navigation**

My Accounts

Profile

» Add an Additional Username

**Profile Summary**

Please review the following information

**Login:** jeandoe  
**Name:** Jean Doe  
**Email:** jeandoe@aaaatruckingservices.com  
**Contact Phone:** (360) 478-9877  
**Alternate Phone:**

**In case you forgot your password:**  
Secret Question: What city were you born in?

Click Submit to complete this request.

Are you sure you want to submit this request?

Password

OK Cancel

Back Online Profile Summary Submit Cancel

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This is the confirmation you receive that your request has been submitted. A copy of this confirmation message will be emailed to you. Once the request has been processed, the **Additional User** will receive an email with instructions on how to login for the first time. Click on **Print** if you want a copy for your records and click on **Ok** to finish.

WASHINGTON STATE DEPARTMENT OF LICENSING

**Menu** Log Off

Home

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**Navigation**

My Accounts

Profile

Add an Additional Username

» Request

Your request has been submitted.

Your confirmation number is 0-535-560-192.

A copy of this confirmation message has been sent to your email address. To ensure your emails from Washington State Department of Licensing are received, please set your email filter to allow messages from [dol.wa.gov](http://dol.wa.gov).

**OK** **Print**

Click on **Print** if you want a copy for your records and click on **Ok** to finish.

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You are returned to your profile screen.

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Menu

Log Off

Home

Back

Navigation

My Accounts

» Profile

Profile

Web Name : Jane Doe

Phone 1 : +1 (360) 654-4566

Phone 2 : +1

Email : janedoe@aaatruckingservices.com

Question : What city were you born in?

Auth Email : rmarchesan@dol.wa.gov

I Want To...

[View Accounts](#)

[Update Profile](#)

[Change My Password](#)

[Cancel My Online Access](#)

[Add an Additional Username](#)

[Grant Access to My Accounts](#)

[Request Access to Another User's Account](#)

Manage Payment Options

Third Party Payment Options

Manage Logons

Logons

Third Party Access

Settings

My Logons

Hide History

Filter

Web Logon	Web Name		Has Access	
janedoe	Jane Doe	Master	<input checked="" type="checkbox"/>	Active
jimdoe	JIM DOE	Account Manager	<input type="checkbox"/>	Active

2 Rows

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After the request has been processed by Prorate and Fuel Tax Services, the **Additional User** will receive an email with their **Authorization Code** to login to your account for the first time.

Your request for a new username has been processed.  
Your authentication code is **w6wxhc**.  
[Click here to log in](#)

**Additional User** receives email  
with their **Authorization Code** to  
login for the first time.

Click on the **Manage Logons** tab and you will see the **Additional User** has been added. Click on **Active** for the **Additional User** to edit their access type.

WASHINGTON STATE DEPARTMENT OF LICENSING

**Menu** Log Off

Home

Back

**Navigation**

My Accounts

» Profile

**Profile**

Web Name : Jane Doe  
Phone 1 : +1 (360) 654-4566  
Phone 2 : +1  
Email : janedoe@aaatruckingservices.com  
Question : What city were you born in?  
Auth Email : rmarchesan@dol.wa.gov

**I Want To...**

View Accounts  
Update Profile  
Change My Password  
Cancel My Online Access  
Add an Additional Username  
Grant Access to My Accounts  
Request Access to Another User's Account

**Manage Payment Options** **Third Party Payment Options** **Manage Logons**

Logons Third Party Access Settings

**My Logons** Hide History Filter

Web Logon	Web Name	Master	Has Access	Active
janedoe	Jane Doe	Master	<input checked="" type="checkbox"/>	Active
jeandoe	Jean Doe	Account Manager	<input type="checkbox"/>	Active
jimdoe	JIM DOE	Account Manager	<input type="checkbox"/>	Active

3 Rows

**The Additional User has been added and click on Active to edit their access type.**

**Click on Manage Logons.**

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The **Edit Access Type** dialogue box opens. Click the drop down arrow for **Access Type** and you can change the access of the **Additional User**. Click on **View Only**.

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**Menu** Log Off Profile

**Edit Access Type**

jeandoe

Access Type View Only x

Account Manager

Master

View Only

**I Want To...**

View Accounts  
Update Profile  
Change My Password  
Cancel My Online Access  
Add an Additional Username  
Grant Access to My Accounts  
Request Access to Another User's Account

**Manage Payment Options** **Manage Logons**

» Profile

**My Logons** Hide History Filter

Web Logon	Web Name	Master	Has Access	Active
janedoe	Jane Doe	Master	<input checked="" type="checkbox"/>	Active
jeandoe	Jean Doe	View Only	<input type="checkbox"/>	Active
jimdoe	JIM DOE	Account Manager	<input type="checkbox"/>	Active

3 Rows

**Click on the drop down arrow and select View Only.**

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Click on **Ok**.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu Log Off Profile

**Edit Access Type**

jeandoe

Access Type: View Only

Active: ☒

OK Cancel

I Want To...

- View Accounts
- Update Profile
- Change My Password
- Cancel My Online Access
- Add an Additional Username
- Grant Access to My Accounts
- Request Access to Another User's Account

My Logons

Web Logon	Web Name	Has Access	Active
janedoe	Jane Doe	<input checked="" type="checkbox"/>	Active
jeandoe	Jean Doe	<input type="checkbox"/>	Active
jimdoe	JIM DOE	<input type="checkbox"/>	Active

3 Rows

Click on **Ok**.

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The **Additional User's** access type has been changed to **View Only**. Click on **Active** to reset their access.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu Log Off Profile

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**Navigation**

My Accounts

» Profile

Profile

Web Name : Jane Doe

Phone 1 : +1 (360) 654-4566

Phone 2 : +1

Email : janedoe@aaaatruckingservices.com

Question : What city were you born in?

Auth Email : rmarchesan@dol.wa.gov

I Want To...

- View Accounts
- Update Profile
- Change My Password
- Cancel My Online Access
- Add an Additional Username
- Grant Access to My Accounts
- Request Access to Another User's Account

Manage Payment Options Third Party Payment Options **Manage Logons**

Logons Third Party Access Settings

**My Logons**

Web Logon	Web Name	Has Access	Active
janedoe	Jane Doe	<input checked="" type="checkbox"/>	Active
jeandoe	Jean Doe	<input type="checkbox"/>	Active
jimdoe	JIM DOE	<input type="checkbox"/>	Active

3 Rows

The **Additional User's** access has been changed to **View Only**. Click on **Active** to reset their access level.

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The **Edit Access Type** dialogue box opens. Click on the drop arrow for **Access Type** and select **Account Manager**.

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Menu Log Off Profile

**Edit Access Type**

jeandoe

Access Type: Account Manager

Active: ☒

My Logons

Web Logon	Web Name	Has Access	Active
janedoe	Jane Doe	<input checked="" type="checkbox"/>	Active
jeandoe	Jean Doe	<input type="checkbox"/>	Active
jimdoe	JIM DOE	<input type="checkbox"/>	Active

3 Rows

Click on the drop down arrow for **Access Type** and select **Account Manager**.

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Click on **Ok**.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu Log Off Profile

**Edit Access Type**

jeandoe

Access Type: Account Manager

Active: ☒

OK Cancel

My Logons

Web Logon	Web Name	Has Access	Active
janedoe	Jane Doe	<input checked="" type="checkbox"/>	Active
jeandoe	Jean Doe	<input type="checkbox"/>	Active
jimdoe	JIM DOE	<input type="checkbox"/>	Active

3 Rows

Click on **Ok**.

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The **Additional User's** logon access has been changed back to **Account Manager**.

WASHINGTON STATE DEPARTMENT OF LICENSING

**Menu** Log Off

Home

Back

**Navigation**

My Accounts

» Profile

**Profile**

Web Name : Jane Doe  
Phone 1 : +1 (360) 654-4566  
Phone 2 : +1  
Email : janedoe@aaaatruckingservices.com  
Question : What city were you born in?  
Auth Email : rmarchesan@dol.wa.gov

**I Want To...**

[View Accounts](#)  
[Update Profile](#)  
[Change My Password](#)  
[Cancel My Online Access](#)  
[Add an Additional Username](#)  
[Grant Access to My Accounts](#)  
[Request Access to Another User's Account](#)

**Manage Payment Options** **Third Party Payment Options** **Manage Logons**

**Logons** Third Party Access Settings

**My Logons** [Hide History](#) [Filter](#)

Web Logon	Web Name		Has Access	
janedoe	Jane Doe	Master	<input checked="" type="checkbox"/>	Active
jeandoe	Jean Doe	Account Manager	<input type="checkbox"/>	Active
jimdoe	JIM DOE	Account Manager	<input type="checkbox"/>	Active

The **Additional User's** logon has been changed back to **Account Manager**.

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This completes the TAP how to **Add Additional Users to an Account** tutorial.